

RCPL CLASS DESCRIPTIONS-COMPUTER BASICS CLASSES

KEYBOARD AND MOUSE

An introduction to the mouse and keyboard. In this class, you will learn where the important keys are and what they do. You will also learn how to hold the mouse, how to move the pointer and how to click. This is a basic class for people who are not experienced on the computer. This is not a class on how to type but rather to familiarize you with the major keys and how they work. Typing experience or experience with a computer is not required.

COMPUTER BASICS

In this introductory course, we will cover the basic parts of a computer and learn what the main programs are that are used on the computer. You'll also learn how to open and save to floppy disks, CDs, and the hard drive. We'll conclude the class with the various features of printing.

Prerequisite: How to Use the Mouse and Keyboard.

WINDOWS 7

An introduction to the operating system that runs many of our computers. In this class, we will learn how to perform basic computing tasks, such as how to find and use the control panel, create shortcuts for the programs in your computer, change your screen saver and "wallpaper", create new folders in My Documents, and more. You must be comfortable working with the computer, mouse, and the basics of Microsoft Word.

COMPUTER SKILLS FOR THE WORKPLACE I

Improve or enhance your knowledge of software that is frequently used in the workplace. For this class, you will improve your computer skills through a simulated work experience with tasks covering email, word processing, spreadsheets and Internet searching. Software used: Gmail, Internet Explorer, Word 2010 and Excel 2010. Prerequisites: Keyboard and Mouse or comparable skill level.

COMPUTER SKILLS FOR THE WORKPLACE II

A continuation of part I. Enhance your knowledge of software that is frequently used in the workplace. For this class, you will improve your computers skills through a simulated work experience with tasks covering slide presentations, editing photos and create a web page. Software used: PowerPoint, Picnik and Weebly.com. Prerequisites: Computer Skills for the Workplace I or comparable skill level.